

ARIZONA DEPARTMENT OF EDUCATION

Jaime A. Molera
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
1535 West Jefferson
Phoenix, Arizona 85007
(602)-542-5695
(602)-542-3099 fax

SCHOOL FINANCE MEMORANDUM 03-019

TO: Personnel Director
FROM: Shirley Willis
DATE: December 03, 2002
SUBJECT: Edit Update Report for SDER

Please be advised that we **will not** be mailing copies of the SDER reports to you this year. You can find a copy of the Edit Update Report by going to the following:

Common Logon SDER access
Click on reports and then click on secured

Please check your report and make sure everything is correct and accurate. If your report is not in order by each school and their employees please contact Shirley at 602 542 8245. If you have corrections please make the corrections, resubmit and check your report again. When your report is complete and accurate please fax us a copy of the attached form. Our **fax number is 602 542-3099. Please have your corrections made by January 10, 2003.**

If you have any questions please contact me. Thank you for your cooperation.

Shirley Willis
602 542 8245

TO: Shirley Willis - School Finance Fax # 602-542-3099
1535 W Jefferson
Phoenix, AZ 85007

I have checked my SDER report and certify that it is complete and accurate.

DISTRICT _____ CTDS NUMBER _____

NAME _____ PHONE NUMBER _____

DATE _____

DUE BACK TO SCHOOL FINANCE NO LATER THAN JANUARY 10TH